

MOVE-OUT FORM

To ensure a smooth move-out experience, you are kindly asked to complete this form and submit it to Community Management or email it to community@dubaicm.ae at least **2 (two) business days prior to your move-out date**.

Application
Date

DD/MM/YYYY

Move-out
Dates

From

DD/MM/YYYY

To

DD/MM/YYYY

Move-out
Time

Moving Company
Name

Contact Details

Occupant Name

Owner

Tenant

Community

Building

Unit No.

Emirates ID No.

Contact No.

Email

Community Service Charges paid to date?

Yes

No

Terms and Conditions

- Applicants must provide complete and accurate information in this form, with a valid copy of the occupant's Emirates ID. Please be assured that any information you provide will remain confidential.
- A move-out permit will not be issued without NOC from the owner, and if there are outstanding Community Service Charges and/or violations against the unit.
- Move-out activities shall be permitted from Monday to Saturday between 08:00 am to 06:00 pm. No work is permitted on Sundays and Public Holidays.
- The Community Management will not be held responsible for any accident/injury that may occur on the premises during the move-out process.
- Necessary safety precautions should be undertaken by the occupant(s) and the moving company during the move-out process.
- Occupants are responsible for any damage caused to the common areas during the move-out process. Any damage caused to the common areas (either directly or indirectly) will be repaired by Community Management at the owner's expense.
- Moving companies should abide by the access and security policies of the community at all times.
- Common areas must be kept clean throughout the move-out process and the waste must be immediately disposed of in a proper manner.
- Occupants are obliged to follow the community rules. Applicable penalties may be levied in the event of non-compliance with any of these rules.

I acknowledge that I am responsible for any misinformation.

By submitting this form, I accept the terms and conditions mentioned above, based on which a move-out permit will be issued.

Occupant's
Name

Occupant's
Signature

Date

DD/MM/YYYY

For internal use only

Community Service Charges paid in full?

Yes

No

All checks conducted as per policy?

Yes

No

Records updated on system?

Yes

No

Remarks

Received by

Date

DD/MM/YYYY